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NASA Procedural Requirements

NPR 1400.1G

Effective Date: July 10, 2015

Expiration Date: July 10,
2020**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA Directives and Charters Procedural Requirements

Responsible Office: Mission Support Directorate[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [AppendixA](#) | [AppendixB](#) |
[AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) | [ALL](#) |

Chapter 3. Requirements for the Content and Structure of NASA Directives and NASA Charters

3.1 Requirements Statements in NASA Directives

3.1.1 Criteria for writing requirements statements in NASA directives:

- Identify all requirements statements by using the word "shall" to denote mandatory compliance.
- Designate at least one official (by position title) or organization as responsible and accountable for development, implementation, maintenance, and verification of the requirement.
- Identify what action should be accomplished or what product should be provided to demonstrate compliance with the requirement.
- Specify specific requirements, not general responsibilities with broad application
- Separately state each individual requirement statement (i.e., one "shall" statement per paragraph or sub-paragraph).

Note: Each requirement should state any applicable timing for performance, delivery of a product, or completion of the requirement. This designation could be a specific event or a general flow in a process.

3.1.2 Do not replicate existing internal or external policy statements or procedural requirements in directives. However, cross-referencing may be used to cite existing requirements. NASA directives may supplement, clarify, or make more stringent external requirements or designate who is responsible for implementation of external requirements.

3.1.3 Do not include technical requirements in NASA directives. Technical requirements may be included in NASA technical standards, which may then be cited in NASA directives.

Note 1: Technical requirements are those requirements that discuss the design, performance, operational parameters, and constraints of equipment and systems. These are requirements that would typically be contained within a system or equipment specifications.

Note 2: View NASA Technical Standards here: <http://standards.nasa.gov/>.

3.2 Responsibility Statements in Agency-level Directives

Use official position titles and office titles as identified in NPD 1000.3 for consistency when assigning or documenting responsibilities in Agency-level directives.

3.3 Document Citations in NASA Directives

3.3.1 NASA directives have three types of document citations: authority documents, applicable documents and forms, and references. Cite these documents in accordance with their purpose as follows:

- a. Authority document citations list the higher level document(s) that authorize establishing the policy or requirements contained in the directive.
- b. Applicable document and form citations consist of documents and forms incorporated by reference in the text of the directive and contains provisions or other pertinent requirements directly related to and necessary for the performance of the activities specified by the directive. Use only controlled and current forms in accordance with NPD 1420.1.
 - (1) Cite all applicable documents and forms listed in paragraph 4 (for NPDs) or paragraph P.4 (for NPRs) at least once within the text of the directive. Use statements to introduce applicable documents and forms (e.g., as required by, in accordance with, according to, or per).
 - (2) Conversely, list all applicable documents and forms cited within the text of the directive in paragraph 4 for NPDs or paragraph P.4 for NPRs.
- c. Reference documents are documents that are not incorporated by reference in the text of the directive. These documents may consist of internal and external requirements and other resources considered by the Responsible Office to be useful as background information for the reader (to help in understanding the subject matter), but do not constitute requirements of the directive. In NPDs and CPDs, reference document lists are contained in an Attachment. In NPRs and CPRs, reference document lists are contained in an Appendix.

3.3.2 Within each document citation list (authority documents, applicable documents and forms, and references):

- a. List document citations in the following order: United States Code, Public Law, Executive Orders, Code of Federal Regulations, Federal Register Notices, Office of Management and Budget Circulars, NPDs, NPRs, CPDs, CPRs, NASA Technical Standards, Forms, non-NASA Government standards, and other documents.
- b. Format document citations using the following examples when listing in the authority, applicable documents and forms, and references sections: (1) United States Code (Statutes) - National Aeronautics and Space Act, 51 U.S.C. § 20113 (a).

Note: "\$" is a legal symbol for "section." Whole numbers refer to a "part" of the CFR; sections (§) consist of a decimal number, e.g., "§1259.102."

- (2) Public Laws (Official Session Laws, Laws made prior to codification in the U.S. Code) - White House Conference on the Arts Act of 1990, Pub. L. 101-509, 104 Stat. 1427 (1990).

Note: Only cite if not already codified in the U.S. Code.

- (3) Executive Orders (Signed by the President) â?" Regulatory Planning and Review, E. O. 12866, 3 CFR. 638 (1993).

Note: Includes codification of the Executive order in the Code of Federal Regulations.

- (4) Code of Federal Regulations (Agency Regulations) - National Space Grant College and Fellowship Program, 14 CFR pt. 1259.

Note 1: Whole numbers in the CFR refer to a "part" (e.g., pt. 1259) of the CFR; sections (§) consist of a decimal number which includes the part number and the section number within the part; e.g., §1259.102.

- (5) Federal Register Notices (Published in the Federal Register) - Environmental statements or availability, 71 Fed. Reg. 67389 (Nov. 21, 2006).

Note 1: The name of the citation (e.g., The National Aeronautics and Space Act) appears first and the location (51 U.S.C. § 20113 (a)) second when listing document citations described in paragraphs 3.3.2b(1)-(5).

- (6) Office of Management and Budget Circulars (Generated by OMB) - OMB Circular A-19, Legislative Coordination and Clearance (09/20/1979).

- (7) NASA Policy Directive - NPD 1400.1, Documentation and Promulgation of NASA Internal Requirements.

- (8) NASA Procedural Requirements - NPR 1400.1, NASA Directives and Charters Procedural Requirements.

- (9) NASA Standards - NASA-STD-8709.2, NASA Safety and Mission Assurance Roles and Responsibilities for Expendable Launch Vehicle Services.

- (10) NASA Forms - NHQ Form 184, NASA Directive Request Summary.

Note 1: The document type and number (e.g., NPR 1400.1) appears first and the name (e.g., NASA Directives and Charters Procedural Requirements) second when listing document citations described in paragraphs

b(6)-(10).

c. Cite documents within the text of directives as follows:

(1) Use the document citation location and omit the name when citing within the text of directives for documents described in paragraphs 3.3.2b(1)-(5) (e.g., 51 U.S.C. § 20113 (a)).

(2) Use the document type and number and omit the name when citing within the text of directives for citations described in paragraphs b(6)-(10) (e.g., NPR 1400.1).

d. Within each category, list documents in numerical order or alphabetical order by title if documents are not numbered.

e. When citing or listing NASA directives within NASA directives, exclude the revision letter designation (see Figure 2).

Note: This requirement is applicable only when citing or listing NASA directives in NASA directives. (In NASA directives, the current published version is what is referred to when a NASA directive is cited.) For other types of documents, citing the revision letter of the directive may be appropriate. Refer to the writing instructions for the type of document you are preparing if more information is needed.

f. Ensure that documents cited in the directive are approved documents that are available to the reader.

g. If a cited document is not a Federal statute or regulation, a NASA directive, or is not available in the NASA Technical Standards System, include footnotes (or URLs that allow public access) to show readers precisely where to find the cited documents.

h. Refer to one or more of the following resources to ensure that citations are current and accurate:

(1) United States Code Citations:

(a) Office of Law Revision Counsel - <http://uscode.house.gov/>.

(b) Government Publishing Office (GPO) Access - <http://www.gpoaccess.gov/uscode/index.html>.

(2) Public Laws citations - <http://uscode.house.gov/popularnames/popularnames.htm>.

(3) Executive Order citations:

(a) Title 3 on GPO Access - <http://www.gpo.gov/fdsys/>.

(b) Office of the Federal Register - <http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=FR>.

(4) Code of Federal Regulations citations - <http://www.gpoaccess.gov/cfr/index.html>.

(5) NASA Directives - <http://nodis3.gsfc.nasa.gov/>.

(6) NASA Standards - <http://standards.nasa.gov/>.

(7) NASA Forms - <http://server-mpo.arc.nasa.gov/services/NEFS/>.

i. Use the following abbreviations for citations described in paragraphs 3.3.2b(1)-(5):

(1) United States Code - U.S.C.

(2) Federal Register - FR.

(3) Code of Federal Regulations - CFR.

(4) Part - pt., Parts - pts.

(5) Subpart - subpt. , Subparts - subpts.

(6) Appendix - app.

(7) Chapter - ch.

(8) Section - §, Sections - §§

(9) Section - sec.

Note: The word "section" instead of the symbol is used when it is the first word in a sentence. The word is also used in the text of the body and footnotes of law reviews and other documents except when referring to the U.S. Code. Otherwise, the symbol is used. (e.g., The National Aeronautics and Space Act, 51 U.S.C. § 20113 (a)).

(10) Executive Order - EO

(11) Public Law - Pub. L.

3.4 Administrative Elements of NASA Directives

3.4.1 NASA Directives Numbering Scheme

3.4.1.1 The NASA directives numbering scheme is composed of six elements that create a unique identifier. The six elements are: one or two letters indicating Agency-level or NASA Center, two letters indicating the NASA directive type, four numbers indicating the subject category, a separator (period), the NASA directive serial number, and letter(s) indicating the revision level designation (see Figure 2).

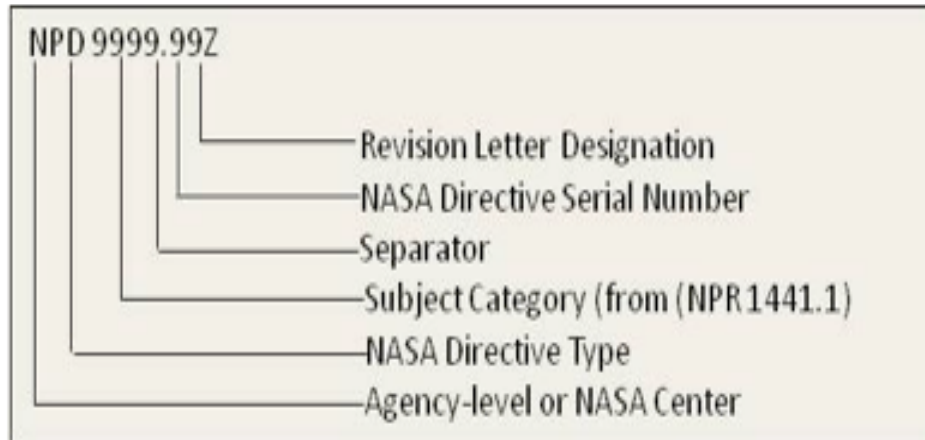


Figure 2. NASA Directives Numbering Scheme

Note: Include the full directive number in the file name and masthead section of the draft and final documents.

3.4.1.2 The subject category numbers used to classify NASA directives are the same subject categories found in in NRRS 1441.1. The serial numbers are automatically generated when the directive is approved.

3.4.1.3 For Agency-level directives, the MSD works with the Responsible Office to ensure that directives numbers are assigned in accordance with NRRS 1441.1.

3.4.1.4 For Center-level Directives, the Center DM works with the Responsible Office to ensure that directives numbers are assigned in accordance with the NASA Directives Numbering Scheme.

3.4.2 Effective and Expiration Dates for NASA Directives

3.4.2.1 A NASA directive takes effect on the date that it is signed by the approving official.

3.4.2.2 NPDs, NPRs, CPDs, and CPRs expire within a maximum of five years after signature or revalidation.

3.4.2.3 NIDs and CIDs expire upon the effective date of the permanent directive or 12 months after the effective date of the interim directive, whichever is earlier.

3.4.2.4 NPDs and NPRs will automatically be removed from the NODIS Library upon expiration, unless (1) an NPD or NPR replacing the directive being removed has been submitted for revalidation or for review and approval, or (2) the Responsible Office has requested an extension with justification. The current NPD or NPR will be granted an extension and remain effective until its revision is approved. See paragraph 4.4.2 for provisions to allow Agency-level directives to remain effective.

3.4.2.5 NIDs will automatically be removed from the NODIS Library upon expiration, unless an NPD or NPR replacing the NID is submitted for review and approval through NODIS.

Note: A NID may be revised once, and the expiration date will be 12 months after the effective date of the revised NID. If an extension on a NID's expiration date is needed, a waiver request can be submitted.

3.4.2.6 CPDs and CPRs will automatically be removed from the Center Directives Library upon expiration, unless (1) a CPD or CPR replacing the directive being removed has been submitted for revalidation or for review and approval, in accordance with the Center's established process, or (2) the Responsible Office has requested an extension with justification. The current CPD or CPR may be granted an extension and remain effective until its revision is approved.

3.4.2.7 CIDs will automatically be removed from the Center Directives Library upon expiration, unless a CPD or CPR replacing the CID is submitted for review and approval, in accordance with the Center's established process.

Note: A CID may be revised once, and the expiration date will be 12 months after the effective date of the revised CID.

3.5 Writing Style

3.5.1 Apply the following writing style rules:

- a. Use NPR 1450.10 to supplement the style requirements in this NPR.
- b. Exclude caveat phrases (e.g., "as applicable," "as appropriate," "whenever possible," "etc.") within requirements statements.
- c. Use page numbers (e.g., 1, 2, 3) in NPRs, but exclude indexed table of contents that correspond to page numbers.
- d. Align all text along the left margin (i.e., left justify or flush left).
- e. Indent and italicize notes.
- f. Center figures and tables. Number all figures (e.g., Figure 1) and add the figure number and title at the bottom of the figure. Letter all tables (e.g., Table A) and add the table letter and title above the table.
- g. Use the correct phrasing to denote mandatory action or other forms of action, per paragraph P.2b.
- h. Number/letter all paragraphs. If there is not a second paragraph immediately following at the same level, do not number/letter the paragraph. Exclude periods behind numbered paragraphs (e.g., use 3.5.1, not 3.5.1.), but include periods behind lettered paragraphs (e.g., use i., not i).

3.5.2 Responsible Offices that write Center-level directives will adhere to the requirements in paragraphs 3.5.1a-b and 3.5.1g-h. Adherence to paragraphs 3.5.1c-f is under the discretion of the Center official responsible for the writing styles for Center-level directives.

3.6 Content and Structure of NPDs and CPDs

3.6.1 NPDs and CPDs document Agency- and Center-level policy statements, assignment of responsibilities for policy implementation, delegations of authority, approach for verification of compliance with the NPD or CPD, and the official's approval.

3.6.2 NPDs and CPDs should be no more than five pages, excluding attachments. The NPDs and CPDs consist of the following elements:

- a. Masthead: Directive Number, Effective Date, Expiration Date, Responsible Office, and Subject (Title).
- b. Change Log that describes administrative changes to an NPD or CPD.

Note: A Change Log can be added when the NPD or CPD is developed or added after the NPD or CPD is revised.

- c. Body consisting of 8 required paragraphs: 1. Policy; 2. Applicability; 3. Authority; 4. Applicable Documents and Forms; 5. Responsibility; 6. Delegation of Authority; 7. Measurement/Verification; and 8. Cancellation.

Note: Governing NPDs may request relief from content and structure requirements. See paragraph 4.2 for requirements to request relief from Agency-level Directives.

- d. Signature Block.
- e. Attachments.
- f. Graphics.
- g. Distribution statement (e.g., NODIS or another system).

Note: If the distribution of the NPD or CPD is restricted only to NASA, include a distribution statement to identify the restrictions for release of the NPD or CPD.

3.6.3 Include the following content requirements when developing NPDs or CPDs:

- a. Change Log - Date and description of updates or administrative changes made to an NPD or CPD. Note: A change log can be added when the NPD or CPD is developed or added after the NPD or CPD is revised.
- b. For Paragraph 1, Policy - General statement of the principles, fundamental values, and general direction of the Agency or Center that is used to determine present and future decisions. Therefore, use appropriate language to introduce the policy (e.g., "It is NASA Policy" or "This directive establishes policy forâ?i") and do not include "shall"

statements.

c. For Paragraph 2, Applicability - The statement of the scope of the required application of the NPD or CPD. Include the following applicability statement: "This NPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers."

(1) If the NPD applies to JPL (an FFRDC), other contractors, recipients of grants or cooperative agreements, or parties to other agreements, add the following applicability statement in Paragraph 2, Applicability, in addition to the applicability statement in paragraph 3.6.3c. "This language applies to JPL (a Federally-Funded Research and Development Center), other contractors, recipients of grants, cooperative agreements, or other agreements only to the extent specified or referenced in the applicable contracts, grants, or agreements." However, only list the type of document (i.e., contract, grant, or agreement) to which the directive applies. For example, if the directive is not applicable to a "grant," only list "contract or agreement" to indicate the directive's applicability.

Note: This statement alone is not sufficient to stipulate requirements for the contractor or recipient of the grant. Requirements can be delineated by adding a note after the requirements' paragraph. See paragraph 2.13.2 or 2.14.2f for examples of delineating requirements between civil servants and contractors or recipients of grants.

(2) For CPDs, include a statement similar to 3.6.3c above to ensure applicability at the Center and associated facilities.

(3) For NPDs and CPDs, include a statement that describes terms that denote action. See paragraph P.2b.

(4) For NPDs and CPDs, include the following statement: "In this directive, all document citations are assumed to be the latest version unless otherwise noted." See paragraph P.2h.

d. For Paragraph 3, Authority - List the NPD or CPD and external authority(ies) or requirements that justify establishing the NPD or CPD. This latter category includes only those external sources that are the authority for the NPD. Place all other external sources in the Applicable Documents or References sections.

e. For Paragraph 4, Applicable Documents and Forms - A list of documents and forms cited in the body of the directive that contains provisions or other pertinent requirements directly related and necessary to the performance of the activities specified by the directive. Apply the requirements in paragraph 3.3 to document citations.

f. For Paragraph 5, Responsibility - An explanation of who (by position or organization) is responsible for implementing the policy stated in the NPD or CPD. Write responsibility statements for implementation by the highest organizational level possible. Use "shall" statements only to specify specific actions, not general responsibilities with broad application. Do not dictate how an organizational leader is to organize or assign responsibilities within the leader's organization.

g. For Paragraph 6, Delegation of Authority - Paragraph reserved for direct delegation from the Administrator, Official-in-Charge, or Center Director to a specific position (e.g., Agency Regulatory Policy Officer).

h. For Paragraph 7, Measurement/Verification - An explanation of how compliance will be measured. Specify the information that is needed to support senior management's evaluation of performance for compliance and implementation. Where quantitative evaluation is possible, identify what data is to be collected, who collects the data, and who receives the data for evaluation. Cross-reference measurement/verification data that responds to externally imposed requirements to provide traceability to those requirements, for example, Government Performance and Results Act reporting requirements.

Note: This information may be presented as text within the paragraph, as a verification matrix, as an attachment to the NPD or CPD that includes details of data and report of data; such as formats and timelines; or as a citation to an NPD, CPD, or another requirements document.

i. For Paragraph 8, Cancellation - A list of directives that will be cancelled upon issuance. If the issuance cancels one or more directives, cite the Directive Number(s), Title(s), and Effective Date(s). If the issuance does not cancel a directive, state "None."

j. Signature block for the approving official's signature.

k. Attachments for information related to the directive (i.e., definitions, acronyms).

l. Graphics to illustrate information related to the directive.

m. Numbered paragraphs in accordance with Figure 3.

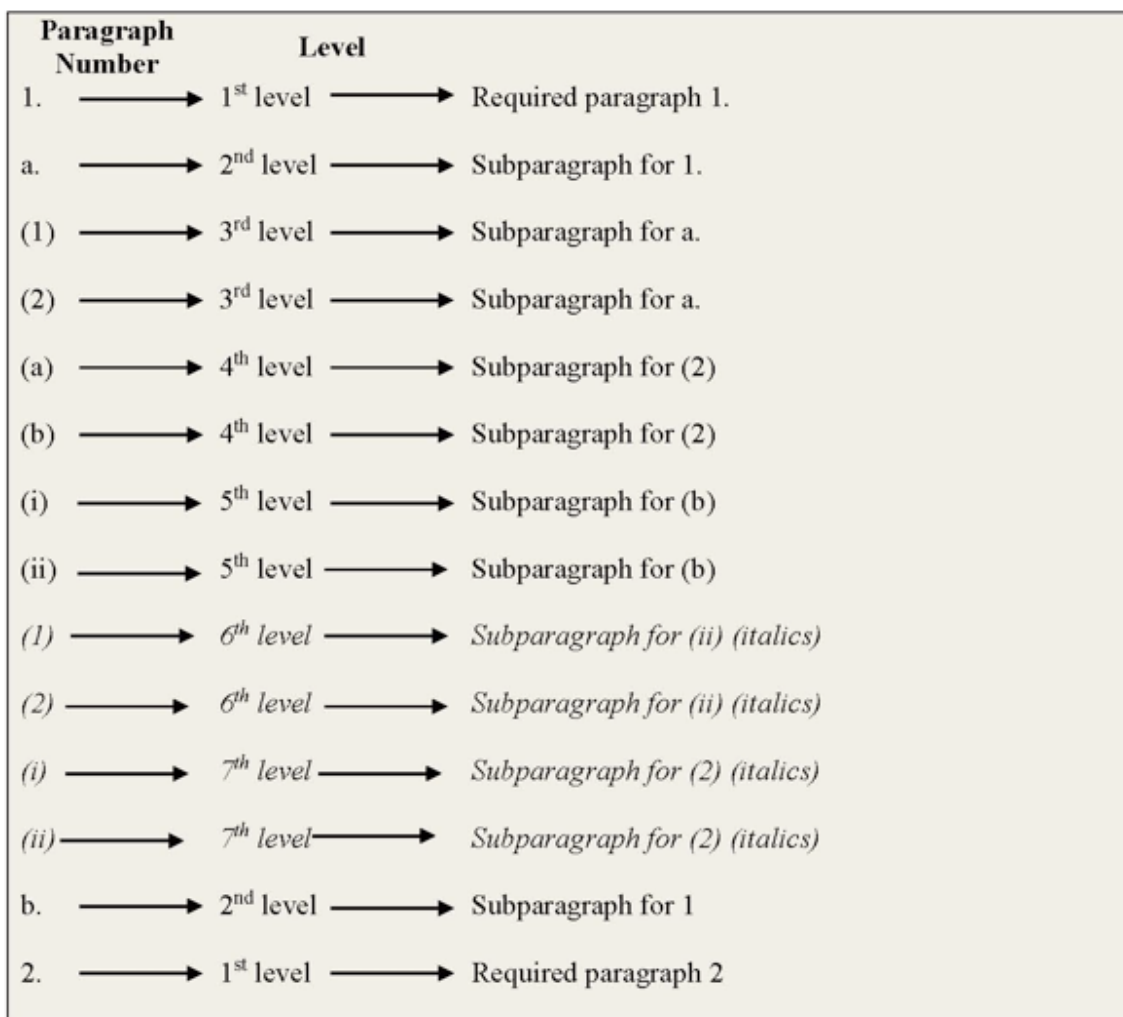


Figure 3, NPD and CPD Paragraph Numbering/Lettering

n. If there is a need to include definitions or other material such as details regarding measurement/verification to support the NPD or CPD, document the supporting material as an attachment.

Note: NPD and CPD attachments may be text and/or graphics. Contact your local DM for instructions.

o. Number paragraphs in attachments using the letter of the attachment (e.g., A.1, A.2), excluding attachments containing acronyms and definitions.

p. Document any definitions for words and phrases used in the NPD or CPD in Attachment A.

(1) List the definitions in alphabetical order.

(2) Provide only definitions for terms used in the NPD or CPD and only if the definitions are different than those used in dictionaries or other standard usage.

q. Document any acronyms used in the NPD or CPD in Attachment B and list in alphabetical order.

Note: If there are no definitions placed in Attachment A, acronyms can be placed in the Attachment A only if there are no other attachments that can be placed before the acronyms.

3.6.4 Do not document procedural information or instructions in an NPD or CPD.

3.7 Content and Structure of NPRs and CPRs

3.7.1 NPRs and CPRs document procedural direction for essential or otherwise mandated items only. This includes procedural requirements that are established for reasons of health, safety, security, efficiency, and effectiveness.

3.7.2 NPRs and CPRs consists of the following elements:

a. Cover that includes the masthead with the Directive Number, Effective Date, Expiration Date, Responsible Office, and Subject (Title).

- b. Change Log that describes administrative changes made to an NPR or CPR.

Note: A change log can be added when the NPR or CPR is developed or added after the NPR or CPR is approved.

- c. Table of contents consisting of the preface, chapter titles, second-level paragraph titles (only if the second-level paragraphs exist in the directive), and appendices. Refer to this NPR's table of contents for formatting instructions.
- d. Distribution statement. (This statement is populated by NODIS or other respective Center-level systems.)

Note: If distribution of the NPR or CPR is to be restricted to only NASA, include a distribution statement to identify the restrictions for release of the NPR or CPR.

- e. Preface consisting of six required paragraphs: P.1 Purpose; P.2 Applicability; P.3 Authority; P.4 Applicable Documents and Forms; P.5 Measurement/Verification; and P.6 Cancellation. See paragraph 3.7.3a-f for Preface content requirements.

- f. Chapters - Divided sections separated by page breaks that describe the directive's requirements and responsibilities that can be subdivided into paragraphs.

- g. Appendices - Supplementary material or contractor requirements that are attached at the end of the directive.

Note: Governing NPRs may request relief from content and structure requirements. See paragraph 4.2 for requirements to request relief from Agency-level directives.

3.7.3 Include the following content requirements when developing NPRs and CPRs:

- a. For Paragraph P.1, Purpose - Describe the rationale for establishing the NPR or CPR and what will be accomplished by implementing it.

- b. For Paragraph P.2, Applicability - State the scope of the required application of the NPR or CPR. Include the following applicability statement: "This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers."

(1) If the NPR is to apply to JPL (an FFRDC), other contractors, recipients of grants or cooperative agreements, or parties to other agreements, add the following applicability statement in P.2, Applicability, in addition to the applicability statement in paragraph 3.7.3b. "This language applies to the Jet Propulsion Laboratory (a Federally-Funded Research and Development Center), other contractors, recipients of grants and cooperative agreements, and parties to other agreements only to the extent specified or referenced in the applicable contracts, grants, or agreements." However, only list the type of document (i.e., contract, grant, or agreement) to which the directive applies. For example, if the directive is not applicable to a "grant," only list the "contract or agreement" to indicate the directive's applicability.

Note: This statement alone is not sufficient to stipulate requirements for the contractor, recipient of the grant or cooperative agreement, and other agreements. See paragraph 2.12.1a for an example of delineating requirements for contractors or recipients of grants.

- (2) For CPRs, include a statement similar to 3.7.3b above to ensure applicability to the Center and associated facilities.

- (3) For NPRs and CPRs, include a statement that describes the terms that denote action. See paragraph P.2b.

- (4) For NPRs and CPRs, include the following statement: "In this directive, all document citations are assumed to be the latest version, unless otherwise noted." See paragraph P.2h.

- c. For Paragraph P.3, Authority - List the NPD or CPD and the higher level external authority(ies) or requirement(s) that justify establishing the NPR or CPR. For the latter category, include only those external sources that are the authority for the NPR or CPR. Place all other external sources in the Applicable Documents or Reference sections.

- d. For Paragraph P.4, Applicable Documents and Forms - Refer to description in paragraph 3.6.3e.

- e. For Paragraph P.5, Measurement/Verification - Refer to description in paragraph 3.6.3h.

- f. For Paragraph P.6, Cancellation - Refer to the description in paragraph 3.6.3i.

- g. Number NPR or CPR Preface paragraphs in accordance with Figure 4.

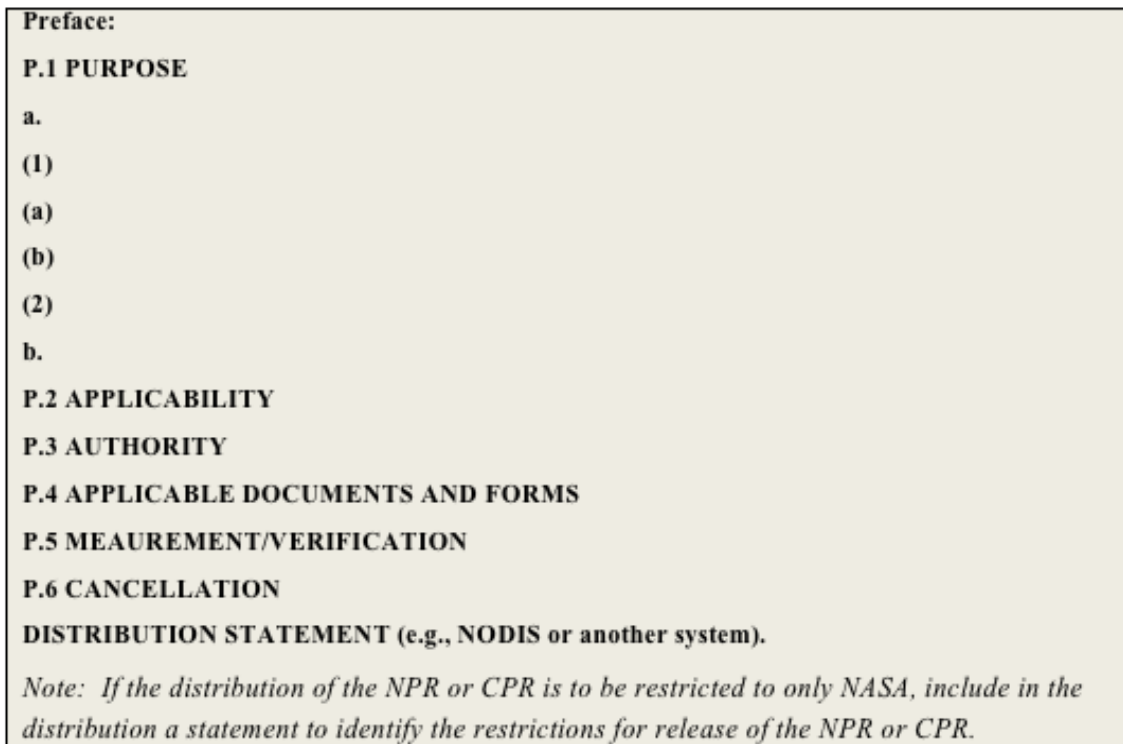


Figure 4, NPR or CPR Preface Paragraph Numbering/Lettering

h. Number NPR or CPR chapter paragraphs in accordance with Figure 5.

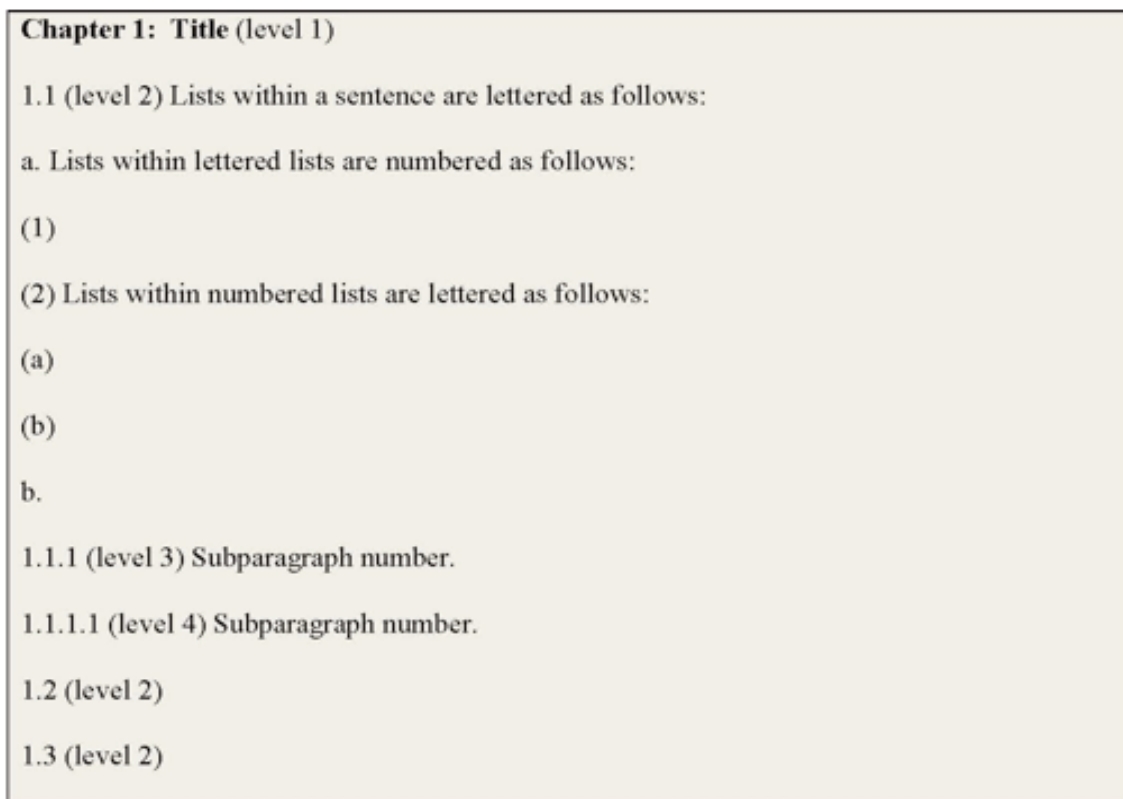


Figure 5, NPR or CPR Chapter Paragraph Numbering/Lettering

Note: Use Figure 3 if paragraphs go beyond the 4th level.

- i. Ensure that appendices do not contain requirements for civil service employees, only supporting information for the NPR or CPR.
- j. Number paragraphs in appendices using the letter of the appendix (e.g., A.1, A.2), excluding appendices containing acronyms and definitions.

k. Document any definitions for words and phrases used in the NPR or CPR in Appendix A.

(1) List the definitions in alphabetical order.

(2) Provide only definitions for terms used in the NPR and only if the definitions are different than those used in dictionaries or other standard usage.

l. Document any acronyms used in the NPR or CPR in Appendix B and list in alphabetical order.

Note: If there are no definitions placed in Appendix A, acronyms can be placed in Appendix A only if there are no other appendices that can be placed before the acronyms.

m. If a verification/measurement matrix appendix is included within the NPR or CPR, include it in Appendix C.

Note 1: If there are no definitions placed in Appendix A or acronyms placed in Appendix B, measurement/verification can be placed in either of these appendices only if there are no other appendices that can be placed before the measurement/verification.

Note 2: See Appendix C of this NPR for examples of verification/measurement matrices.

3.8 Content and Structure of NIDs and CIDs

3.8.1 Document the following when developing NIDs and CIDs:

- a. Interim policy statements.
- b. Assignment of interim responsibilities for policy implementation.
- c. Interim requirement statements.
- d. Assignment of interim responsibilities for completing requirements.
- e. Applicability (e.g., Agency-wide or Center-specific).

Note: For NIDs and CIDs, include the following statement: "In this directive, all document citations are assumed to be the latest version, unless otherwise noted." See paragraph P.2h.

3.8.2 NIDs and CIDs may include policy memos or any other issuances intended to impose policy or requirements at the Agency or Center level.

3.8.3 NIDs and CIDs are issued for immediate or short-term use (see paragraph 3.4.2.3).

3.8.4 Follow the procedures contained in paragraph 4.5 for issuing NIDs and CIDs.

3.8.5 Coordinate with MSD to ensure that NIDs are added to the NODIS Library.

3.8.6 Coordinate with the Center DM to ensure that CIDs are published in accordance with local processes.

Note: NIDs and CIDs may be formatted as memorandums, directives, paragraphs, or other templates. See your DM for guidance on the preferred format for your organization.

3.9 Content and Structure of Agency-level Charters

3.9.1 Charters establish councils, boards, committees, panels, and working groups mandated by statute, the NASA Administrator, or an OIC of a Headquarters Office. To the extent that a group is established by law, directive, or other authority, the charter cites specific authority. Councils, committees, boards, and panel chairs ensure meeting preparation, efficiency, and follow up on actions. Members are expected to attend and participate in scheduled meetings. Respective charters include provisions for duration and periodic critical assessments of performance.

a. The term "council" is reserved for entities responsible for overall governance of the Agency or an Agency program, the technology portfolio managed by the Space Technology Mission Directorate, the MSD, or a Center. Councils are comprised of senior management tasked to make decisions regarding policy, strategic direction and planning, goals, or resources. The charters for NASA's governing councils (i.e., Executive Council, Senior Management Council, Mission Support Council, and Program Management Council) are maintained in NPD 1000.3.

b. All other Agency-level charters required by regulation, statute, program control, policy, or directed by the Administrator are located in NODIS.

c. Boards are comprised of senior management tasked to make decisions regarding implementation of policy, strategic plans, goals, and resources. Boards shall only be established in areas of Agency-wide significance with supporting topics and responsibilities that cross several organizations, as directed by a council. Decisions made by boards will be consistent with guiding policy direction and programmatic guidelines provided by a council. To

execute actions generated by a board, a committee, panel, or working group may be established.

d. Committees, panels, and working groups are established as advisory groups for councils and boards to address significant topics, as requested by Agency leadership, Mission Directorates, the Offices of the Chief Technologist and Scientist, the MSD, or Centers.

(1) Committees - A group of individuals that meet to advise, coordinate, research, or make recommendations. The lifespan of a committee is based on the completion of activities assigned by a council or board. Committee charters are established with the respective council's or board's approval.

(2) Panels - A group of individuals gathered to advise, judge, interview, or discuss topics supported by councils or boards. The lifespan of a panel is based on completion of activities assigned by the respective council or board. Panel charters are established with the respective council or board's approval.

(3) Working Groups - A group of individuals working together to create a document or to resolve problems. The lifespan of a working group is based on completion of activities assigned by the respective council or board. Charters are not required for working groups unless the working group is expected to operate indefinitely, includes members across the Agency, and is established to support and is expected to report out to a council or board.

3.9.2 To publish or revise charters for governing councils, refer to NPD 1000.3 for instructions. To publish charters for other councils, boards, committees, or panels, the responsible office shall:

a. Ensure that Agency-level charters contain standard paragraphs in accordance with Figure 6.

<p>NAME OF CHARTER</p> <p>1. PURPOSE</p> <p>2. APPLICABILITY/SCOPE</p> <p>3. AUTHORITY</p> <p>4. GOVERNING COUNCIL AFFILIATION</p> <p>5. FUNCTIONS</p> <p>6. MEMBERSHIP</p> <p>7. MEETINGS In all cases, meetings can be held at the call of the Chair. The meetings paragraph should be included if meetings occur a specific number of times a year (or on specific dates).</p> <p>8. DURATION Unless otherwise specified, the charter will continue until the Chair cancels or amends it.</p> <p>9. ASSESSMENT This paragraph should include the level of assessment as well as who will receive/review the assessment date. This paragraph should also include specific metrics that address outputs, outcomes, impacts, and/or levels of customer satisfaction appropriate to the subject. Good metrics will respond positively to the following criteria.</p> <ul style="list-style-type: none"> a. Validity - Does it, with reasonable fidelity, measure results due to NASA action? b. Selectivity - Will it accurately discriminate against poor, good, and extraordinary performance? c. Applicability - Can measurements be reasonably substantiated and supported by available data? <p>10. RECORDS Identifies who is responsible for maintenance of the charter and all records generated by the chartered group.</p>
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Figure 6, Agency-level Charter Standard Paragraphs

b. Submit a hard and electronic copy of the charter with the chair's approval, along with concurrence from the Office of the General Counsel, to the MSD.

3.9.3 Center-level charters are applicable to the issuing Center. To establish and/or publish Center-level charters, contact the Center's DM.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [AppendixA](#) | [AppendixB](#)
| [AppendixC](#) | [AppendixD](#) | [AppendixE](#) | [AppendixF](#) | [AppendixG](#) | [ALL](#) |

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